



## *Baltimore City Department of Human Resources*

Martin O' Malley, Mayor

**EXAMINATION FOR:** **COMMUNITY COORDINATOR**

**SALARY:** \$36,495 – \$44,424 **GRADE:** 90

**CLOSING DATE:** June 23, 2006 is the last day to file an application.

**POSITION:** A Community Coordinator advocates on behalf of communities adversely impacted by housing code violations and drug nuisance activity and facilitates communication between the community and the department regarding community concerns, cases and prosecution. Employees work a conventional workweek that may include evenings and weekends.

The eligible list may be used to hire persons as vacancies arise.

**MINIMUM QUALIFICATIONS:** On or before the date of filing the application, each candidate must:

Have a bachelor's degree from an accredited college or university;

AND

Have three years of experience in community advocacy, code enforcement or legal case management;

OR

Have an equivalent combination of relevant education and experience in community advocacy, code enforcement or legal case management.

**SELECTION PROCESS:** All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order

**NOTE:** Those eligibles who are under final consideration for appointment to some positions in this class will be required to authorize the release of criminal conviction information from the Maryland State Police.

**FOR YOUR CONVENIENCE:** Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Housing and Community Development  
Personnel Division  
417 East Fayette Street  
Room 201  
Baltimore, Maryland 21202

84241 (072705) 90 U (3) Q  
KR/mk POSTED: 06/12/06

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

**An Equal Opportunity Employer**

[www.baltimorecity.gov](http://www.baltimorecity.gov)

(see reverse side)

**APPLICATIONS:** Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

**PHYSICAL EXAMINATION:** Eligible candidates must pass a job-related physical examination administered by the City.

**TESTING FOR DRUGS:** Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

**PROBATION:** All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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